(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

March 6th, 1897.

GENERAL ORDER NO. 1.

To all officers and employees of the Department of Agriculture.

It is hereby ordered that all rules, regulations, and orders heretofore issued by the Secretary of Agriculture, and in force on March 4th, 1897, will continue in force and operation until otherwise ordered.

(Signed) James Wilson,
Secretary of Agriculture.

Attest:

D. MacCuaig,
Chief Clerk.

General Order No. 2.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

March 20, 1897.

It is hereby ordered that employees of the Department of Agriculture shall under no circumstances give out in writing or otherwise, either for the information of any individual or for communication to the public, any statement whatever relating to the business of the Department without the written approval of the chief of the Bureau, Division, or Office to which they may be assigned for duty, and by such approval the chief of any Bureau, Division, or Office shall assume all responsibility to the Secretary for the statement approved and for its publication.

James Wilson
Secretary.

Attest:
D. MacCUAIG,
Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 22, 1897.

It is ordered that the manuscript of all circulars, bulletins, reports, and all other documents intended for publication shall be submitted in the manuscript to the Chief of the Division of Publications with the exception only of the Weather Bureau maps, of which, however, a copy shall be mailed to that officer as soon as the final proof has been corrected. It is further ordered that every manuscript so submitted shall be accompanied with a statement of the proposed distribution and the number of copies required therefor, and the manuscript must in each case be completed, as editorial revision by the author or the officer recommending publication of the same can not be permitted in the proof. Earnest protests have been received on this score from the Public Printer which are reasonable and must be heeded.

In connection with the subject of publications the attention of all employees of the Department is called to the last paragraph of Section 73 of the act providing for the public printing and binding and the distribution of public documents, approved January 12, 1895. Said paragraph reads as follows:

> No report, document, or publication of any kind distributed by or from an Executive Department or bureau of the Government shall contain any notice that the same is sent with "the compliments" of an officer of the Government, or with any special notice that it is so sent, except that notice that it has been sent, with a request for an acknowledgment of its receipt, may be given.

James Wilson
Secretary.

Attest:
D. MACCUAIG,
Chief Clerk.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

March 27th, 1897.

General Order #4.

General Order #3 is hereby amended so that the circulars, bulletins, reports, and all other documents intended for publication in the Weather Bureau, shall be submitted to the Chief of the Publication Division in the Weather Bureau, and all matters pertaining to the publications of the Bureau shall be superintended by him, under the direction of the Chief of the Bureau. First copies of all publications to be mailed at once to the Publication Division of the Department.

James Wilson

Secretary.

(COPY)

7

Department of Agriculture,
Office of the Secretary,
Washington.

(Not dated).

(GENERAL ORDER NO. 5.)

Owing to the inflammability of the buildings and their contents smoking is entirely prohibited in any building of the department at all times. A violation of this rule will be cause of discharge.

James Wilson

Department of Agriculture,
Office of the Secretary,
Washington.

April 1, 1897.

General Order No. 6.

It is hereby ordered that the Chief Clerk of the Department, the Appointment Clerk, and the Chief of the Bureau, Division or Office in which a promotion is contemplated, shall constitute the Board of Promotion of the Department of Agriculture from this date.

James Wilson,
Secretary of Agriculture.

Attest:
D. MacCuaig,
Chief Clerk.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

June 8th, 1897.

General Order No. 7.

It is hereby ordered that Mr. D. MacCuaig, the Chief Clerk of the Department of Agriculture, Mr. J. B. Bennett, Appointment Clerk, and Mr. Andrew Geddes, Confidential Clerk to the Secretary of Agriculture, together with the Chief of the Bureau, Division, or Office in which the promotion is contemplated, shall consititute the Board of Promotion for the Department of Agriculture from this date.

(Signed) James Wilson,

Secretary of Agriculture.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

June 17th, 1897.

General Order No. 8.

It is hereby ordered that Mr. D. MacCuaig, the Chief Clerk of Department of Agriculture, Mr. J. B. Bennett, Appointment Clerk, Mr. Andrew Geddes, Confidential Clerk to the Secretary of Agriculture, and Mr. F. L. Evans, Disbursing Clerk of the Department, together with the Chief of the Bureau, Division or Office in which the promotion is contemplated shall constitute the Board of Promotion Review for the Department of Agriculture from this date.

James Wilson,
Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

NOVEMBER 17, 1897.

GENERAL ORDER NO. 9.

All employees of this Department whose services can be spared will be excused at 12 noon, on the 24th instant, the day preceding Thanksgiving Day.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

December 13, 1897.

GENERAL ORDER NO. 10.

All employees of this Department whose services can be spared will be excused at 12 noon, on the 24th instant, the day preceding Christmas Day; also at 12 noon, on the 31st instant, the day preceding New Year's Day.

By order of the Secretary.

Andrew Geddes

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JANUARY 19, 1898.

GENERAL ORDER NO. 11.

All matter requiring the signature of the Secretary must be brought to the Chief Clerk's Office each day by ten minutes after 3 o'clock. Should Chiefs of Bureaus and Divisions wish to present in person matter for the Secretary's signature, they should be prepared to do so before that time.

All matter requiring the signature or initials of the Chief Clerk must be in his office by 3.30 p. m., each day.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

CORRECTED ORDER.

LEAVES OF ABSENCE.

UNITED STATES DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY.

WASHINGTON, April 12, 1898.

GENERAL ORDER No. 12.

Section 7 of the act making appropriations for the legislative, executive, and judicial expenses of the Government, approved March 15, 1898, provides as follows:

Hereafter it shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and other employees, of whatever grade or class, in their respective Departments, not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order: *Provided*, That the heads of the Departments may, by special order, stating the reason, further extend the hours of any clerk or employee in their Departments, respectively; but in case of an extension it shall be without additional compensation: *Provided further*, That the head of any Department may grant thirty days' annual leave with pay in any one year to each clerk or employee: *And provided further*, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the Department would jeopardize the health of fellow-clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case or in any one calendar year.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the Department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave.

This provision is in effect in this Department and will be carefully observed by all employees.

Leaves of absence, not to exceed thirty days in any calendar year, may be granted in excess of the thirty days' annual leave, in the discretion of the Secretary, in the following cases:

I. Where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee.

II. Where through exposure to contagious disease, whether in his own family or not, the employee's presence in the Department would jeopardize the health of fellow clerks.

III. In exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one year would work peculiar hardship.

The heads of Bureaus and Divisions shall carefully consider every application for an extension of leave with pay beyond thirty days, and, in the exercise of a sound discretion, shall certify to the Secretary, through the Chief Clerk, such only as, in their opinion, ought to be granted. Such certificates should state on which of the three legal grounds the application is based, and should be accompanied by such certificate of the applicant as will satisfactorily establish the facts.

Employees must report to their respective offices not later than 1 o'clock, p. m., the fact that they were unable to report for duty on account of sickness, or otherwise, on such days as they may be absent.

Sundays and days declared public holidays by law or Executive order will not be charged, except when included in a period of leave without pay.

Leave without pay is not to be considered as a right. It may be allowed on account of sickness when the regular leave has been exhausted, but it will be granted as a favor to the individual only when, in the opinion of the head of the Department, the public business will not suffer by the absence, and when reasonable cause is shown, such as important business or emergencies of a serious nature.

James Wilson

Secretary

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

April 19, 1898.

General Order No. 13.

In the event of war, any officer or employee of this Department who desires to enter the military or naval service of the Government, will be furloughed without pay, and upon return will be restored to his or her proper place and pay, so far as said restoration does not conflict with existing law.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary.

WASHINGTON, D. C., JUNE 16, 1898.

GENERAL ORDER NO. 13, AMENDED.

Any officer or employee of the U. S. Department of Agriculture who may enter the military or naval service of the United States during the war with Spain will, upon his honorable discharge therefrom, be restored to his proper place and pay or its equivalent, as nearly as can be provided, if said restoration will not conflict with existing law, and can be done without injury to the interests of the public service.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JULY 16, 1898.

ORDER NO. 14.

In the Act of Congress making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1899, approved March 22, 1898, the appropriation for the "Purchase and Distribution of Valuable Seeds" ($130,000) contains a clause providing "That twenty thousand dollars of the sum thus appropriated, or so much thereof as the Secretary of Agriculture shall direct, may be used to collect, purchase, test, propagate, and distribute rare and valuable seeds, bulbs, trees, shrubs, vines, cuttings, and plants from foreign countries for experiments with reference to their introduction into this country," etc.; therefore,

It is ordered, That there be established in the Seed Division of this Department a section to be known as the Section of Seed and Plant Introduction, charged with the duty of carrying into effect the purposes and provisions of the aforesaid act of Congress so far as they relate to the introduction of seeds, plants, etc., into this country from foreign countries. Mr. D. G. Fairchild, Special Agent, is hereby placed in charge of the said section, and will be required to report his operations directly to the Secretary of Agriculture.

James Wilson

Secretary.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

October 28, 1898.

Order No. 15.

The work of Seed and Plant Introduction established by Order No. 14, dated July 16, 1898, as a section of the Seed Division will, as provided below, be placed under the direction of Mr. Frederick V. Coville, Botanist of this Department, who is hereby charged with the duty of carrying into effect the purposes and provisions of that clause of the appropriation for the "Purchase and Distribution of Valuable Seeds" which provides "That twenty thousand dollars of the sum thus appropriated, or so much thereof as the Secretary of Agriculture shall direct, may be used to collect, purchase, test, propogate, and distribute rare and valuable seeds, bulbs, shrubs, vines, cuttings and plants from foreign countries for experiments with reference to their introduction into this country."

This order will take effect on the 1st day of December, 1898, or at such earlier date as may be agreed upon by the Botanist and the Special Agent now in charge of said section.

On the taking effect of this order Mr. D.G.Fairchild will be relieved from duty as Special Agent in charge of said Section, and will report to the Secretary of Agriculture for assignment.

James Wilson,

Secretary.

Attest:
Andrew Geddes,
Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

November 7, 1898.

GENERAL ORDER NO. 16.

Unless otherwise ordered, all employees of this Department whose services can be spared will be excused at 12 o'clock, M., Wednesday, November 23, 1898, the day preceding Thanksgiving Day.

By order of the Secretary.

Andrew Geddes

Chief Clerk.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 8, 1898.

GENERAL ORDER NO. 17.

It is hereby ordered that, in the absence of the Chief of the Division of Botany, Mr. O. F. Cook, Special Agent in the Section of Seed and Plant Introduction, in the Division of Botany, shall be Acting Chief of the Division of Botany.

James Wilson

Secretary.

ATTEST:

Andrew Geddes,

Chief Clerk.

(COPY)

30

Department of Agriculture,
Office of the Secretary,
Washington.

December 8, 1898.

GENERAL ORDER NO. 18.

It is hereby ordered that Mr. O. F. Cook, Special Agent in the Section of Seed and Plant Introduction, in the Division of Botany, shall act as Assistant Chief of the Division of Botany.

James Wilson

Secretary

Attest:
Andrew Geddes
Chief Clerk

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

DECEMBER 21, 1898.

GENERAL ORDER NO. 19.

All employes of this Department whose services can be spared will be excused at 12 o'clock, noon, on the 24th instant, the day preceding Christmas Day, and also at 12 o'clock, noon, on the 31st instant, the day preceding New Year's Day.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

DECEMBER 29, 1898.

GENERAL ORDER NO. 20.

The following is published for the information and guidance of all concerned:

EXECUTIVE MANSION,
WASHINGTON, D. C., *December 29, 1898.*

The Executive Officers and Public Printer:

The President directs that the several Executive Departments and the Government Printing Office be closed at 11 o'clock on the 31st instant, on account of the funeral of the late Senator Morrill of Vermont, which will be held in the Senate Chamber on Saturday next at 12 o'clock.

(Signed) J. A. PORTER,
Secretary to the President.

In accordance with the above, the Department will close at 11 o'clock Saturday, the 31st instant.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

MARCH 10, 1899.

TO THE CHIEFS OF BUREAUS AND DIVISIONS,
AND OTHER OFFICERS, AGENTS, AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

Your attention is invited to a paragraph in the Act of Congress approved March 1, instant, making appropriations for this Department for the fiscal year ending June 30, 1900, reading as follows:

> That hereafter section thirty-seven hundred and nine of the Revised Statutes of the United States shall not be construed to apply to any purchase or service rendered in the Department of Agriculture when the aggregate amount involved does not exceed the sum of fifty dollars.

The effect of this enactment is to place upon the Secretary of Agriculture the entire responsibility of determining to what extent, if any, the principles of competition shall be applied in any case where the amount involved is fifty dollars or less.

The advantages of honest competition are, in most cases, too great and too distinctly manifest to be neglected. You are, therefore, advised that hereafter, as heretofore, it will be the policy of the Department to avail itself of these advantages in all cases where competition is practicable. The requirements of Paragraph 9*b* of the Fiscal Regulations will remain in full force and effect, except in so far as they are modified by the next following paragraph (9*c*).

The Chief of the Supply Division in the Department and the Chief of the Division of Supplies in the Weather Bureau, who are the purchasing officers of the Department, and whose duty it is to prepare all requisitions, are hereby directed to enforce a strict compliance with the regulations in respect to purchases. *Competition must be secured in every case when practicable.*

It should be especially noted that purchases and services are exempted from the operations of Sec. 3709 *only* when the *aggregate* amount involved exceeds fifty dollars, It would, therefore, be clearly an evasion of the law to divide a purchase for the purpose of keeping below the limit named. Congress has granted the Department all that was asked for in this respect, and good faith demands that the representatives of the Department obey the statute in its letter and spirit.

The Chief of the Division of Accounts, for the Department, and the Assistant Chief on the part of the Weather Bureau may, therefore, before passing upon a proposed expenditure, require evidence showing that the law and the regulations have been complied with in all particulars.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

MAY 4, 1899.

GENERAL ORDER NO. 22.

All employes know that office hours are from 9 o'clock A. M. to 4 o'clock P. M. Custom has established the precedent of a half hour for luncheon, in this Department from 12 M. to 12.30 P. M. This is merely a privilege, not a right.

Employes must be at their desks at work at 9 o'clock A. M., and remain there until 12 M., then from 12.30 P. M. to 4 P. M., unless prevented by sickness or other good reason. When employes arrive after 9 A. M., remain away from their desks more than thirty minutes at luncheon, or leave their desks before 4 P. M., the fact will be noted by the Chief, or his assistant, and at once reported to the Chief Clerk for reduction in annual leave, or such other action as the case may warrant. Statements from delinquents as to the cause of any infraction of the rules may be made in writing to their respective Chiefs and by them forwarded, with such remarks as may be deemed proper, to the Chief Clerk.

When Chiefs are imperatively called away on business connected with their duties, their respective offices should be left in charge of an Assistant Chief, or some other responsible person, so that at no time shall any office be left without some one in charge.

When Chiefs are to be absent for any part of a day, or a whole day or more, either on duty or on leave of absence, the Secretary must be consulted, and the Chief Clerk notified of such intended absence.

It has been noticed that some employes are in the habit of coming in late in the morning, leaving during office hours, remaining away more than thirty minutes at luncheon, and quitting their desks before 4 o'clock. To allow this is to be unjust to deserving employes who are dutiful and punctual.

The foregoing will be strictly enforced by Chiefs of Bureaus, Divisions, Offices, and Sections of this Department.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

GENERAL ORDER No. 23.

OCTOBER 30, 1899.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND SECTIONS:

The following form of communications for the signature of the Secretary or Acting Secretary will be observed as closely as practicable.

In addressing, for instance, the head of the Department of State, the letter should begin thus:

The Honorable,

The Secretary of State.

Sir: (*not Dear Sir*)

I have the honor to acknowledge the receipt of your communication of , etc., *and terminate:*

Very respectfully,

Your obedient servant,

Secretary.

(*or* Acting Secretary.)

Or if more convenient the communication may terminate:

I have the honor to be, sir,

Very respectfully,

Your obedient servant,

Secretary.

(*or* Acting Secretary.)

In addressing the Attorney-General, for instance, the form should be:

The Honorable,

The Attorney-General.

All heads of Departments should be addressed, generally, as above. It is not correct to address them by name. Great courtesy of expression should be observed in all official correspondence.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

GENERAL ORDER No. 24.

NOVEMBER 24, 1899.

The following proclamation of the President is published for the information of all concerned:

BY THE PRESIDENT OF THE UNITED STATES.

A PROCLAMATION.

To the People of the United States:

Garret Augustus Hobart, Vice-President of the United States, died at his home in Paterson, N. J., at 8.30 o'clock this morning. In him the nation has lost one of its most illustrious citizens and one of its most faithful servants. His participation in the business life and the law-making body of his native State was marked by unswerving fidelity and by a high order of talents and attainments, and his too brief career as Vice-President of the United States and President of the Senate exhibited the loftiest qualities of upright and sagacious statesmanship. In the world of affairs he had few equals among his contemporaries. His private character was gentle and noble. He will long be mourned by his friends as a man of singular purity and attractiveness, whose sweetness of disposition won all hearts, while his elevated purposes, his unbending integrity and whole-hearted devotion to the public good deserved and acquired universal respect and esteem.

In sorrowing testimony of the loss which has fallen upon the country, I direct that on the day of the funeral the executive offices of the United States shall be closed, and all posts and stations of the Army and Navy shall display the national flag at half-mast, and that the representatives of the United States in foreign countries shall pay appropriate tribute to the illustrious dead for a period of thirty days.

In witness whereof I have set my hand and caused the seal of the United States to be affixed.

Done at the city of Washington this 21st day of November, in the year of our Lord 1899 and of the independence of the United States the one hundred and twenty-fourth.

[SEAL.]

(Signed) WILLIAM MCKINLEY.

By the President:

(Signed) JOHN HAY,
Secretary of State.

In accordance with the above the Department will be closed to-morrow, Saturday, the 25th instant.

By order of the Secretary.

Robert Geddes,

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

DECEMBER 21, 1899.

GENERAL ORDER NO. 25.

All employes of this Department whose services can be spared will be excused at 12 o'clock, noon, on the 23d instant, the Saturday preceding Christmas Day, and also on the 30th instant, the Saturday preceding New Year's Day.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

FEBRUARY 12, 1900.

GENERAL ORDER NO. 26.

The attention of all Chiefs of Bureaus, Divisions, and Offices of the Department of Agriculture is hereby directed to the absolute necessity of promptly completing and filing with the Appointment Clerk the efficiency reports "respecting the value of the personal services in the Department of each person serving under them" immediately before the termination of the first half of the fiscal year, and also immediately before the termination of the fiscal year. Neglect or delay in the performance of this duty should not occur.

James Wilson

Secretary of Agriculture.

Andrew Geddes.

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

MAY 1, 1900.

GENERAL ORDER NO. 27.

Attention is called to the following re-statement of the rules governing absences from the Department during official hours (General Order No. 22, May 4, 1899):

Employes must be at their desks at work at 9 o'clock a. m., and, unless prevented by sickness or other good reason, must remain there until luncheon. Thirty minutes will be allowed for luncheon between twelve, noon, and one o'clock, beginning at noon or later, in the discretion of the Chief of Division, but in no case shall the half hour be exceeded. When employes arrive after 9 a. m., remain away from their desks more than thirty minutes at luncheon, or leave their desks before 4 p. m., the fact will be noted by the Chief or his assistant and reported to the Chief Clerk for reduction in annual leave, or other such action as the case may warrant. Statements from delinquents as to the cause of any infraction of the rules may be made in writing to their respective Chiefs and by them forwarded, with such remarks as may be deemed proper, to the Chief Clerk.

All employes, other than Chiefs of Bureaus, Divisions, Offices, and Sections, before absenting themselves from the Department for any cause, must obtain the permission of the Chief or Acting Chief of the Division. For absences equaling or exceeding one day, application must be made to the Chief Clerk, through the Chief of Division. All absences upon other than official business, no matter how brief, must be recorded at the time by a clerk in each Division designated for that purpose, and the total of such absences must be reported to the Chief Clerk at the end of the month and charged against the annual leave of the person excused.

When Chiefs are absent from any cause, their respective offices must be left in charge of an Assistant Chief or other responsible person, who shall notify the Chief Clerk and file the address of the absent Chief. At no time shall an office be left without some one in charge.

When Chiefs are to be absent a whole day or more, on duty or on personal business, the Secretary must be consulted.

Some laxity has crept into the Department in the matter of punctuality and attendance during office hours. Chiefs of Divisions will be held to a strict accountability for this feature of the discipline of their offices.

The foregoing will be strictly enforced by Chiefs of Bureaus, Divisions, Offices, and Sections of this Department.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

GENERAL ORDER No. 28.

MAY 18, 1900.

TO CHIEFS OF BUREAUS, OFFICES, DIVISIONS, AND SECTIONS,
DEPARTMENT OF AGRICULTURE:

Your attention is directed to the following extract from section 7, Legislative Act, approved March 15, 1898:

SEC. 7. That section 5 of the act making appropriations for the legislative, executive, and judicial expenses, approved March 3, 1893, is hereby amended to read as follows:

* * * * * * *

"Hereafter it shall be the duty of the head of each Executive Department, or other Government establishment at the seat of government, not under an Executive Department, to make at the expiration of each quarter of the fiscal year a written report to the President as to the condition of the public business in his Executive Department or Government establishment, and whether any branch thereof is in arrears."

In accordance with the above you will immediately prepare a written statement showing the condition of the business of your respective offices for the third quarter of the current fiscal year, ending March 31, 1900, stating whether any part of your work is in arrears and, if so, the extent thereof and the reasons for the same. Hereafter a similar report shall be made at the end of each quarter of the fiscal year, these reports to be forwarded to the Chief Clerk and by him submitted to the Secretary.

It is understood that these quarterly reports are not intended to do away with or interfere with the requirements of the circulars of the Secretary dated September 25 and December 17, 1897, which are still in effect and must be complied with.

By order of the Acting Secretary:

Andrew Geddes,

Chief Clerk.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

September 14, 1900.

GENERAL ORDER NO. 29.

Experimental Gardens and Grounds, commonly called "Division of Gardens and Grounds of the Department of Agriculture," is hereby placed in charge of the Chief of the Division of Vegetable Physiology and Pathology of said Department, to whom the clerk, foreman, gardeners, laborers, and all other employees of experimental gardens and grounds will report from this date.

James Wilson

Secretary of Agriculture.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

September 15, 1900.

GENERAL ORDER No. 30.

It is hereby ordered that Mr. James W. Wilson, Private Secretary to the Secretary of Agrciulture, shall act as Superintendent of the Arlington Experimental Farm, to whom the Foreman, Laborers, and all other employes of the Arlington Experimental Farm shall report for duty from this date.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

OCTOBER 1, 1900.

GENERAL ORDER NO. 31.

For the purpose of unifying the work of certain branches of the Department, it is hereby ordered that the Chief of the Division of Vegetable Physiology and Pathology, the Chief of the Division of Agrostology, and the Chief of the Division of Pomology confer upon all matters of general policy and plan with the Superintendent of Experimental Gardens and Grounds, who is hereby designated as Director of Plant Industry. In carrying out this order the several branches of the Department named will maintain their present integrity and organization. All former orders of the Secretary of Agriculture conflicting with the above are hereby rescinded.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

OCTOBER 10, 1900.

GENERAL ORDER NO. 32.

It is hereby ordered that a laboratory for the physical and chemical study of road materials be established in the Division of Chemistry, to be known as the Road Material Laboratory, under the direction of the Chief Chemist.

The Office of Public Road Inquiries and the special agents appointed thereunder will collaborate with the Chief of the Division of Chemistry in securing the proper samples from the different parts of the country for study. It is directed that the Director of the Office of Public Road Inquiries, with the collaboration of the Chief of the Division of Chemistry, shall prepare instructions for securing these samples for analysis.

The object of the establishment of this laboratory is to secure the widest possible knowledge of the nature of road materials, their resistance to stress, their hardness, their power of absorbing water, their deportment in freezing temperatures, their cementing properties when reduced to powder, either alone or when mixed with other substances, their chemical composition, and their geological origin and distribution.

All officials of the Department in any way connected with the study of good roads will cooperate to the fullest extent in the prosecution of this investigation, in order that it may be as thorough as possible.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

OCTOBER 16, 1900.

GENERAL ORDER NO. 33.

No person shall be employed, even temporarily, in any Bureau, Division, Office, or Section of the Department of Agriculture in the District of Columbia, or in the immediate vicinity thereof, except by direct appointment of the Secretary of Agriculture, and paragraph one (1) of Fiscal Regulations of the Department of Agriculture is hereby modified accordingly.

James Wilson

Secretary of Agriculture.

(COPY)

47

Department of Agriculture,
Office of the Secretary,
Washington.

October 18, 1900.

GENERAL ORDER NO. 34.

Experimental Gardens and Grounds, commonly called Division of Gardens and Grounds, of the Department of Agriculture, is hereby placed in charge of the Chief of the Division of Vegetable Physiology and Pathology of the said Department during any absence of the Superintendent of Experimental Gardens and Grounds.

Secretary.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

NOVEMBER 27, 1900.

GENERAL ORDER NO. 35.

It is hereby ordered that the Division for the Purchase and Distribution of Valuable Seeds, commonly called the Division of Seeds, the Section of Seed and Plant Introduction, the Supply Division, the Library, and the Museum of the U. S. Department of Agriculture be, and by this order are, placed under the direction of the Assistant Secretary of Agriculture, to whom the Chiefs in charge of the same will hereafter report for duty and direction.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D. C.

JANUARY 11, 1901.

GENERAL ORDER NO. 36.

The following communication from the Executive Mansion is published for the information and guidance of the Chiefs of Bureaus, Divisions, Offices, and Sections of this Department. The instruction therein contained will be strictly complied with:

EXECUTIVE MANSION,
WASHINGTON, *January 5, 1901.*

MY DEAR SIR:

I have the honor to inform you, by direction of the President, that hereafter certain communications of a routine nature received at the Executive Mansion, relating to matters which in the first instance should more properly be brought to the attention of the several Departments and Bureaus of the Government, will be forwarded to such Departments and Bureaus for acknowledgment and consideration; no acknowledgment or record being made here.

This change from the practice which has hitherto obtained is required by the great increase in the amount of such mail received in this office, and will prevent the unnecessary correspondence incident to duplicate acknowledgments.

The papers relating to your Department will be forwarded under properly indorsed slips, and it is desired that in each case where it should be done acknowledgment be made, referring to the fact that the communication was received at the Executive Mansion and has been transmitted for acknowledgment and consideration.

Very respectfully yours,

GEO. B. CORTELYOU,
Secretary to the President.

Hon. JAMES WILSON,
Secretary of Agriculture.

Communications referred to this Department from the Executive Mansion for answer will be jacketed in the Office of the Chief Clerk and sent to the proper Bureau, Division, Office, or Section for suitable answer for the signature of the Secretary, Acting Secretary, or Chief Clerk. After the address these replies will begin as follows: "Your communication of (here give the date) has been referred to this Department from the Executive Mansion for acknowledgment and consideration," etc.

The instructions contained on the jackets made in the Office of the Chief Clerk must be strictly and promptly complied with.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

MARCH 1, 1901.

GENERAL ORDER NO. 37.

The Section of Seed and Plant Introduction of the Department of Agriculture is hereby placed in charge of Mr. Beverly T. Galloway, Director of Plant Industry in the Department of Agriculture, who is hereby constituted Chief of said Section of Seed and Plant Introduction, subject to General Order No. 35, dated November 27, 1900.

James Wilson

Secretary of Agriculture.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

MARCH 14, 1901.

GENERAL ORDER NO. 38.

It is hereby ordered that Mr. Jasper Wilson, Private Secretary to the Secretary of Agriculture, shall act as Superintendent of the Arlington Experimental Farm, to whom all employees on the Arlington Experimental Farm shall report for duty from this date.

James Wilson

Secretary of Agriculture.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

April 10, 1901.

GENERAL ORDER NO. 39.

The Arlington Experimental Farm is hereby placed under the supervision of Mr. Beverly T. Galloway, at this time Director of the Office of Plant Industry.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

APRIL 24, 1901.

GENERAL ORDER NO. 40.

During the absence of the Secretary all correspondence relating to the Congressional distribution of seed shall be referred for attention to Mr. Beverly T. Galloway, Director of Plant Industry, Department of Agriculture, who is hereby given authority to attend to all matters relating to the final settlement of the distribution for 1900-1901 He is required to make thorough investigation of all matters pertaining to the distribution by the contractor during the present year, and especially regarding his compliance with every feature of the contract entered into with the Department of Agriculture for furnishing, packing, and distributing seeds through Congressmen and the Department. He will make full and complete report, so that it may be in evidence when final settlement is made with the contractor.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

APRIL 24, 1901.

GENERAL ORDER NO. 41.

It is hereby ordered that until July 1, 1901, all matters pertaining to the contract for seed to be entered into with The Phillips Seed and Implement Company, for the Congressional distribution of 1901-1902, shall be in charge of Mr. Beverly T. Galloway, Director of Plant Industry, Department of Agriculture.

After the 1st of July, 1901, when the law creating the Bureau of Plant Industry goes into effect, all matters pertaining to the Congressional distribution of seed, including the control of the employees of the Seed Division, shall be in charge of Mr. Beverly T. Galloway, Chief of the Bureau of Plant Industry.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

APRIL 26, 1901.

GENERAL ORDER NO. 42.

It is hereby ordered that all communications received from the U. S. Civil Service Commission addressed to the Secretary of Agriculture be referred to the Appointment Clerk of the Department for preparation of answers thereto, and for filing, and that all Communications addressed to that Commission be copied in the books kept by the Appointment Clerk.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of Assistant Secretary,
Washington, D. C.

SEPTEMBER 14, 1901.

GENERAL ORDER NO. 43.

"DEPARTMENT OF STATE,

"September 14, 1901.

"TO THE HONORABLE

"SECRETARY OF AGRICULTURE.

"SIR:

"Out of respect to the memory of the President, the Executive Departments will close to-day and on the day of the funeral.

(Signed) "JOHN HAY,

"Secretary of State."

In compliance with the foregoing the Department of Agriculture will be closed to-day.

J. H. Brigham

Acting Secretary.

United States Department of Agriculture,
Office of Assistant Secretary,
Washington, D. C.

SEPTEMBER 16, 1901.

GENERAL ORDER NO. 44.

"DEPARTMENT OF STATE,

"September 16, 1901.

"THE HONORABLE

"THE SECRETARY OF AGRICULTURE:

"By order of the President, all Executive Departments will be closed on Tuesday, Wednesday, and Thursday.

(Signed) "JOHN HAY,

"Secretary of State."

Pursuant to the above order, the Department of Agriculture will be closed on Tuesday, Wednesday, and Thursday, September 17, 18, and 19, 1901.

J. H. Brigham

Acting Secretary.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

OCTOBER 4, 1901.

GENERAL ORDER NO. 45.

The officials of the Post-office Department are much exasperated over the illegal use of penalty envelopes by certain persons in or connected with this Department, and their patience is about exhausted. Two cases of this kind have recently been brought to the Secretary's attention.

Chiefs of Bureaus and Divisions are therefore directed to call the attention of all employees under their authority to this abuse and have it immediately cease. Persons charged with the care of stationery should take cognizance of where penalty envelopes are used and by whom. Where any doubt exists as to the propriety of using the penalty envelope, the Government should be given the benefit of the doubt and stamps affixed.

If the illegal use of penalty envelopes is not promptly stopped, prosecutions will certainly follow.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D. C.

DECEMBER 21, 1901.

GENERAL ORDER NO. 46.

The President directs that all employes whose services are not absolutely necessary to the transaction of public business, be excused at 12 o'clock, noon, on Tuesday, the 24th instant, for the rest of the day.

This will not apply to the day before New Year.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

DECEMBER 28, 1901.

GENERAL ORDER NO. 47.

The President directs that all employees whose services are not absolutely necessary to the transaction of public business, be excused at 12 o'clock, noon, on Tuesday, the 31st instant, for the rest of the day.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

FEBRUARY 17, 1902.

GENERAL ORDER NO. 48.

The following Executive Order is published for the information and guidance of the officers and employees of the Department of Agriculture:

"EXECUTIVE ORDER.

All officers and employees of the United States of every description, serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its Committees, or in any way save through the heads of the Departments in or under which they serve, on penalty of dismissal from the Government service.

THEODORE ROOSEVELT.

WHITE HOUSE,
January 31, 1902."

By order of the Secretary.

Andrew Geddes,
Chief Clerk.

Department of Agriculture.
Office of the Secretary,
Washington, D.C.

MARCH 29, 1902.

GENERAL ORDER NO. 49.

It is hereby ordered that all communications received from the United States Civil Service Commission addressed to the Secretary of Agriculture be referred to the Appointment Clerk of the Department for preparation of answers thereto, and for filing, and that all information and questions affecting the Department of Agriculture, or its officers or employees, requiring the action or decision of the U. S. Civil Service Commission shall be addressed to that Commission in writing, over the signature of the Secretary of Agriculture, and shall be copied in the books of correspondence with that Commission kept by the Appointment Clerk of the Department.

James Wilson

Secretary of Agriculture.

See amended order No 49
dated September 18, 1902.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

SEPTEMBER 18, 1902.

GENERAL ORDER NO. 49,

Dated March 29, 1902,

AMENDED.

It is hereby ordered that all communications received from the United States Civil Service Commission addressed to the Secretary of Agriculture be referred to the Appointment Clerk of the Department for preparation of answers thereto, and for filing, and that all information and questions affecting the Department of Agriculture, or its officers or employees, requiring the action or decision of the U. S. Civil Service Commission shall be addressed to that Commission in writing, over the signature of the Secretary of Agriculture, or by his direction that of the Appointment Clerk of the U. S. Department of Agriculture, and shall be copied in the books of correspondence with that Commission kept by the Appointment Clerk of the Department.

James Wilson

Secretary of Agriculture.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

April 14, 1902.

GENERAL ORDER NO. 50.

The Chief of each and every Bureau, Division, Office, and Section of the Department of Agriculture, is hereby directed to furnish to the Appointment Clerk of the Department of Agriculture, when called upon by him, a list of all persons employed under his own supervision who are regarded or treated as below classification in the United States Civil Service, stating: (1) Whether the duties of each particular employee require a knowledge of reading, writing, or arithmetic, or the performance of any skilled labor; and (2) What their particular duties consist of.

This information is required in compliance with the provisions of United States Civil Service Rule XII, Section 3, as amended on January 23, 1902.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

MAY 12, 1902.

GENERAL ORDER NO. 51.

It is hereby ordered that the Chief Clerk of the Department of Agriculture and the Appointment Clerk thereof, together with the Chief of the Bureau or Division wherein a promotion or reduction from one class to another class is to be made, shall hereafter constitute the Board of Promotion Review of the United States Department of Agriculture, according to the regulations governing promotions, etc., in the Department of Agriculture.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

MAY 13, 1902.

GENERAL ORDER NO. 52.

On the 28th of January, 1891, the Secretary of Agriculture addressed a request to the Public Printer that "Hereafter no printing nor binding work of any kind be undertaken on account of the printing fund of this Department unless the order for such work be given upon a requisition duly numbered and bearing the stamp of the Division of Records and Editing of this Department," and concluded with the following words: "Furthermore that you will instruct your employees that no communications nor papers pertaining to work chargeable as above to the printing fund of this Department shall be recognized as official unless bearing the stamp of the Division mentioned."

Under Section 31 of the act of January 12, 1895, providing for the public printing and binding and the distribution of public documents it is furthermore provided in reference to the branch printing offices now in the Departments that "All work done in the said offices shall be ordered on blanks prepared for that purpose by the Public Printer which shall be numbered consecutively and must be signed by some one designated by the head of the Department for which the work is to be done, who shall be held responsible for all work thus ordered," etc. Under this section the person so designated is the Editor of the Department and Chief of the Division of Publications.

The order above cited, January 28, 1891, is hereby confirmed with the substitution of the "Division of Publications" for "Division of Records and Editing," and for the effective carrying out of the provisions of Section 31 of the printing bill, from which the above extract is taken, the above order of January 28, 1891, is extended to cover all work done in the Branch Printing Office of this Department.

James Wilson

Secretary.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

MAY 14, 1902.

GENERAL ORDER NO. 53.

The following Executive Order is published for the information and guidance of the officers and employees of the Department of Agriculture:

"EXECUTIVE ORDER.

It is hereby ordered that such employees of the Executive Departments, the Government Printing Office, and the Navy Yard and Station at Washington, D. C., as served in the military or naval service of the United States in the late Civil War shall be excused from duty on Saturday, the seventeenth instant, to enable them to attend the ceremonies incident to the reburial of the late Major General W. S. Rosecrans.

THEODORE ROOSEVELT.

WHITE HOUSE, May 12, 1902."

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MAY 15, 1902.

GENERAL ORDER NO. 54.

The following Executive Order is published for the information and guidance of the officers and employees of the Department of Agriculture:

"EXECUTIVE ORDER.

It is hereby ordered that upon Wednesday, the twenty-first instant, such employees of the Executive Departments, the Government Printing Office, and the Navy Yard and Station at Washington, D. C., as served in the military or naval service of the United States in the Spanish-American War or the insurrection in the Philippine Islands shall be excused from duty at twelve o'clock noon, for the remainder of that day, to enable them to participate in the ceremonies incident to the dedication of a statue erected to the memory of the Spanish War dead, at Arlington.

THEODORE ROOSEVELT.

WHITE HOUSE, May 12, 1902."

RWH
E. A. de L.
J. M.
CWS
HKA

James Wilson

Secretary of Agriculture.

GENERAL ORDER NO. 55.

RULES AND REGULATIONS

GOVERNING

LEAVES OF ABSENCE

IN THE

DEPARTMENT OF AGRICULTURE.

July 1, 1902.

LEAVES OF ABSENCE.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE CHIEF CLERK,
Washington, D. C., July 1, 1902.

GENERAL ORDER No. 55.

Section 7 of the act making appropriations for the legislative, executive, and judicial expenses of the Government, approved March 15, 1898, provides as follows:

Hereafter it shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and other employees, of whatever grade or class, in their respective Departments, not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order: *Provided*, That the heads of the Departments may, by special order, stating the reason, further extend the hours of any clerk or employee in their Departments, respectively; but in case of an extension it shall be without additional compensation: *Provided further*, That the head of any Department may grant thirty days' annual leave with pay in any one year to each clerk or employee: *And provided further*, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the Department would jeopardize the health of fellow clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case or in any one calendar year.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the Department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave.

This provision is in effect in this Department and will be carefully observed by all employees.

Written application, directed to the Chief Clerk, must be made for all leaves of absence of one full day or more at any one time, which application must bear the indorsement of the immediate superior of the applicant, together with a memorandum of the number of days already charged against the annual and sick leave of the applicant.

Employees of the Department will not be excused to go on leave until the return slip of the application has been signed by the Chief Clerk. Immediately upon return from leave the return slip must be properly filled out and returned to the Chief Clerk. When a leave of absence includes the last day of the month the employee must sign the pay roll before leaving.

Personal sickness occurring during absence on leave will not be considered as absence on account of sickness.

Leave of absence, not to exceed thirty days in one calendar year, may be granted in excess of the thirty days' annual leave, in the discretion of the Secretary in the following cases:

I. Where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee.

II. Where through exposure to contagious disease, whether in his own family or not, the employee's presence in the Department would jeopardize the health of fellow employees.

III. In exceptional and meritorious cases, where an employee is personally ill and where to limit the annual leave to thirty days in one year would work peculiar hardship.

The heads of Bureaus, Divisions, and Offices shall carefully consider every application for an extension of leave beyond thirty days, and recommend only such applications as, in their opinion, should be granted. All applications for sick leave must be accompanied by a certificate from a regular, practicing physician, stating that for the period thereof the employe was, by reason of sickness, unable to perform his duties in the Department.

The Chief Clerk may, upon the recommendation of the Chief, dispense with a physician's certificate in cases of sickness of only one day.

Employees must report to their respective offices, not later than 1 o'clock p. m., the fact that they were unable to report for duty on account of sickness, or otherwise, on such days as they may be absent.

Absences of fractions of days, either from tardiness or otherwise, must be charged to the annual leave.

Sundays and days declared public holiday by law or Executive order will not be charged in annual leave, but will be included in sick leave and leave without pay.

All absence in excess of sixty days in any calendar year shall be without pay. Leave without pay is not to be considered as a right. It may be allowed on account of sickness when the regular leave has been exhausted, but it will be granted as a favor to the individual only when, in the opinion of the head of the Department, the public business will not suffer by such absence and when a reasonable cause is shown, such as important business or emergencies of a serious nature.

LEAVES OF ABSENCE FOR TEMPORARY EMPLOYEES.

Temporary employees whose length of service is limited to one or two months will not be granted any leave of absence.

Employees whose service extends to three months may, immediately preceding the expiration of the time of service, receive two and one-half days' leave of absence.

Employees whose service covers a period of four months or more may be granted two and one-half days' leave of absence for each month of service, excluding the first and second months, which leave must be taken immediately preceding the expiration of the term of service and be included in that period. After one year's service leave of absence will be granted as in the case of permanent employees.

The foregoing rules for temporary employees also apply to leave on account of sickness.

Any violation of the above rules by temporary employees must be immediately reported to the Chief Clerk, when the pay of the employee will be stopped for the time taken.

Applications for leave of absence, whether annual, on account of sickness, or without pay, should be addressed to and forwarded to the Chief Clerk of the Department.

By order of the Secretary:

ANDREW GEDDES,
Chief Clerk.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

JULY 3, 1902.

GENERAL ORDER NO. 56.

Mr. Albert F. Woods, Plant Physiologist and Pathologist, of the Bureau of Plant Industry, Mr. Sylvester R. Burch, Chief Clerk of the Bureau of Animal Industry, Mr. Daniel J. Carroll, Chief of Division and Assistant Chief Clerk of the Weather Bureau, and Mr. Joseph A. Arnold, Associate Editor of the Division of Publications, all of the United States Department of Agriculture, are hereby appointed a Board of Labor Employment of the Department of Agriculture, and constituted a Board as such, in accordance with the provisions of an order issued by the President of the United States, dated July 2, 1902; and Mr. Richard W. Roberts, of the Office of the Appointment Clerk, is hereby appointed Secretary to the said Board.

James Wilson

Secretary of Agriculture.

SUBJECT.

General Order No. 57.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

REFER TO B. A. I. No.

General Order No. 57.

INDEX CARDS AND OTHER PRINTING MUST BE OBTAINED FROM THE GOVERNMENT PRINTING OFFICE.

August 1, 1902.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE AND OTHERS CONCERNED:

Attention is directed to the following decision of the Comptroller of the Treasury:

TREASURY DEPARTMENT,
OFFICE OF COMPTROLLER OF THE TREASURY,
Washington, D. C., July 18, 1902.

SIR: In your communication of the 18th instant you request my decision of a question presented by you as follows:

"The Department, being about to inaugurate an extensive card-index system in one of the divisions of the Secretary's Office, has obtained estimates for the work from the Public Printer and an outside concern. The Public Printer's estimate amounts to $1,230.08, while the other estimate amounts to $755.

"Section 3786, Revised Statutes of the United States, provides that 'all printing, binding, and blank books for the Senate or House of Representatives, and the Executive and Judicial Departments shall be done at the Government Printing Office, except in cases otherwise provided by law.'

"Would the Department be authorized to award the contract for the work to the low outside bidder in this case, and charge the cost to an appropriation other than that provided for the public printing and binding?"

It is understood that the cards to be used in the card-index system in contemplation require printing.

The provision quoted by you from section 3786 of the Revised Statutes was reenacted in the act of January 12, 1895 (28 Stat. L., 622). It is a positive requirement that all printing for the Executive and other Departments shall be done at the Government Printing Office, unless otherwise provided by law, and impliedly prohibits these Departments from procuring printing not otherwise provided for to be done elsewhere. It does not admit of any exception upon grounds of economy or expediency, but it is comprehensive and exclusive.

I am not aware of any provision of law authorizing printing for this Deparment to be done elsewhere, and I have therefore to advise you that you are not authorized to have the cards which you contemplate procuring printed by any private establishment.

Respectfully,

R. J. TRACEWELL, *Comptroller.*

THE SECRETARY OF THE TREASURY.

Hereafter, in obedience to the foregoing decision, all cards required for the use of the different bureaus, offices, and divisions of this Department in connection with card-index systems, with the exception of absolutely blank cards without printing, ruling, or perforation, will be obtained from the Government Printing Office exclusively, upon requisition.

WILLIS L. MOORE,
Acting Secretary.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

AUGUST 22, 1902.

GENERAL ORDER NO. 58.

It is hereby ordered that no person in the employ of the U. S. Department of Agriculture shall, either directly or indirectly, apply to the U. S. Civil Service Commission for any certificate either for the appointment of any eligibles from the lists of the Commission or for the reinstatement in or transfer to the Department of Agriculture, except the accredited messenger of the Appointment Clerk of the Department of Agriculture, who shall deliver the same to the Appointment Clerk.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

AUGUST 23, 1902.

GENERAL ORDER NO. 59.

General Order No. 56, dated July 3, 1902, is hereby amended, so as to read as follows:

Mr. Albert F. Woods, Plant Physiologist and Pathologist, of the Bureau of Plant Industry, Mr. Sylvester R. Burch, Chief Clerk of the Bureau of Animal Industry, Mr. Daniel J. Carroll, Chief of Division and Assistant Chief Clerk of the Weather Bureau, Mr. Joseph A. Arnold, Associate Editor of the Division of Publications, and Mr. Richard W. Roberts, of the Office of the Appointment Clerk, all of the United States Department of Agriculture, are hereby appointed a Board of Labor Employment of the Department of Agriculture, and constituted a Board as such, in accordance with the provisions of an order issued by the President of the United States, dated July 2, 1902; and Mr. Richard W. Roberts, above-named, is hereby appointed Secretary to the said Board.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

AUGUST 23, 1902.

GENERAL ORDER NO. 60.

It is hereby ordered that all charwomen, and laborers acting as charwomen, in the U. S. Department of Agriculture, on whatsoever roll of the Department their names may be borne, report for duty to, and be subject to the orders of, the Captain of the Watch of the Department.

James Wilson

Secretary of Agriculture.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

OCTOBER 18, 1902.

GENERAL ORDER NO. 61.

The attention of officers and employes of this Department is called to the following communication from the Post Office Department:

POST OFFICE DEPARTMENT,
OFFICE OF THE THIRD ASSISTANT POSTMASTER GENERAL,
WASHINGTON, D. C., October 17, 1902.

The Honorable
THE SECRETARY OF AGRICULTURE,
Washington, D. C.

SIR:

By direction of the Postmaster General, I have the honor to request that mail matter of the second, third, and fourth classes received at your Department addressed to persons in the United States service (civil, military, or naval) whose change of address is caused by official orders, on being returned to the post office in this city for forwarding without additional payment of postage under Departmental Order No. 395, dated March 31, 1901, be marked "Change of Address Caused by Official Orders."

Yours respectfully,

EDWIN C. MADDEN,
Third Assistant Postmaster General.

Compliance with the above request is directed.

J. H. Brigham

Acting Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 9, 1902.

GENERAL ORDER NO. 62.

AMENDMENT TO THE CIVIL SERVICE RULES.

On July 3, 1902, Rule XI of the Civil Service was amended by the President of the United States by the addition thereto of the following section:

"5. No recommendation for the promotion of any employee in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employee is serving; and such recommendation by any other person, with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service."

The attention of all officers and employees of the U. S. Department of Agriculture is directed to the foregoing amendment to the Civil Service Rules.

James Wilson

Secretary of Agriculture.

Department of Agriculture.
Office of the Secretary.
Washington, D. C.

DECEMBER 12, 1902.

GENERAL ORDER NO. 63.

The Comptroller of the Treasury, in a ruling dated December 4, 1902, decided that an employee of the Government who had performed travel upon official business and had secured his transportation based upon passes for which he had rendered equivalent services and which passes were not in any sense "free" or "complimentary," may be reimbursed the value of such transportation the same as if paid for in cash. The Comptroller adds, however, the following opinion of transactions of this character:

> But in view of the fact that a practice by officers or employees of making payments for the Government by indirect means is liable to abuse, and might be employed by unscrupulous persons to defraud the Government, I am clearly of the opinion that it ought to be discouraged. With a view to the prevention of such abuse, I would suggest the promulgation by the heads of Departments of a regulation prohibiting indirect payments.

Now, therefore, in response to the suggestion of the Comptroller, it is

ORDERED, That the officers and employees of the Department of Agriculture are hereby forbidden to make use of any passes, press tickets, advertising tickets or any other indirect methods of making payments for transportation upon any railroad, steamer, or other medium of travel, and no such officer or employee shall hereafter be reimbursed any expenditures other than those IN ACTUAL CASH.

James Wilson

Secretary.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

JANUARY 19, 1903.

GENERAL ORDER NO. 64.

DISTRIBUTION OF PUBLICATIONS ABROAD.

IT IS HEREBY ORDERED, That the number of libraries and other institutions on the foreign exchange list of this Department maintained in the Library be reduced and hereafter limited to 2,000, and that no list of any single Bureau or Division included therein shall exceed 200.

No list of foreign individuals shall be kept, to whom publications of the Department are sent, except for the purpose of mailing to them the Monthly List, and all such applicants shall be advised that the publications to which a price is attached are to be obtained by purchase from the Superintendent of Documents.

The general consular list is also abolished; any consular distribution desired must be on a list specially prepared for each publication and must be approved by the Secretary.

Hereafter no request for any publication of this Department received from any individual in a foreign country shall be honored without the express authority of the Secretary.

James Wilson

Secretary.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

February 19, 1903.

GENERAL ORDER NO. 65.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

It is hereby ordered, That all communications to the Heads of Departments shall be prepared for the signature of the Secretary or Acting Secretary of Agriculture, and addressed to the Secretaries of the respective Departments. In case a letter is received from an Acting Secretary or a subordinate in another Department, the reply to such communication should be addressed to the Secretary of the Department concerned and not to the Acting Secretary or the subordinate who wrote the letter.

James Wilson

Secretary of Agriculture.

Department of Agriculture.
Office of the Secretary.
Washington, D.C.

MARCH 7, 1903.

GENERAL ORDER NO. 66.

Hereafter miscellaneous foreign requests for publications of the Department (outside of regular mailing lists) will be referred to the Librarian for attention.

From estimates furnished by Chiefs of Bureaus and Divisions it appears that the present requirements in this direction are:

	Requests per month.
Bureau of Animal Industry	15
Bureau of Soils	12
Bureau of Chemistry	10
Bureau of Plant Industry	20
Bureau of Forestry	25
Office of Experiment Stations	25
Division of Entomology	10
Division of Biological Survey	10
Division of Publications	5
Division of Library	5
Division of Foreign Markets	10
Division of Road Inquiry	10
Division of Statistics	0

The Librarian is authorized to honor requests of this character to the extent set forth above. Not more than one publication shall be sent in response to any one request, except when a Bureau or Division has not exhausted, in any one month, its allotment as given above. Any unused credit in one month may be carried over to a succeeding month.

Chiefs of Bureaus and Divisions will obtain from the Librarian blank slips, numbered consecutively. Each request transmitted shall be accompanied by one of these slips, properly filled out, and the Librarian will keep account with each Bureau and Division on the above basis.

James Wilson

Secretary.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 7, 1903.

GENERAL ORDER NO. 67.

Previous orders directing that a line embodying the subject be placed at the top of letters prepared for the signature of the Secretary, are hereby revoked. Hereafter nothing but the initials of the Chief or Acting Chief, written in copying ink in the upper left hand corner, will be placed upon letters prepared for the signature of the Secretary or Acting Secretary.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D. C.

APRIL 15, 1903.

GENERAL ORDER NO. 68.

Until further notice Chiefs of Bureaus, Divisions, and Offices of this Department are requested to collaborate with the Chief of the Bureau of Chemistry in securing data and materials for an investigation to be undertaken for the purpose of ascertaining the factors which determine the durability and other qualities of typewriter ribbons. The data and materials needed for this investigation are described on the printed form transmitted herewith. The proper data for each typewriter ribbon used will be placed on one of these blanks and forwarded, together with the ribbon box and sample of ribbon requested, to the Chief of the Bureau of Chemistry.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

Inclosure.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MAY 29, 1903.

GENERAL ORDER NO. 69.

During the present fiscal year some confusion has arisen in the accounts of this Department occasioned by a double, or even triple, provision for one payment. To obviate this difficulty in the future,

IT IS HEREBY ORDERED, That for the fiscal year 1904, and thereafter, when an *agreement* for a specific purpose is entered into by this Department and a liability is thereby incurred, the same liability shall not be covered by a letter of authority or a requisition. When the account is presented for payment the agreement and date thereof should be quoted as authority therefor.

This order does not apply to the purchase of any item included in the regular annual contracts.

WILLIS L. MOORE,
Acting Secretary.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

GENERAL ORDER NO. 70.

JUNE 15, 1903.

For the information and guidance of all concerned, the following General Order is republished and must be strictly complied with. The Secretary wishes to emphasize especially the desirability of uniformity of style in all correspondence of this character.

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

GENERAL ORDER NO. 23.

OCTOBER 30, 1899.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND SECTIONS:

The following form of communications for the signature of the Secretary or Acting Secretary will be observed as closely as practicable.

In addressing, for instance, the head of the Department of State, the letter should begin thus:

The Honorable
The Secretary of State.
Sir: (*not Dear Sir*)
I have the honor to acknowledge the receipt of your communication of , etc., *and terminate:*
Very respectfully,
Your obedient servant,

Secretary.
(*or* Acting Secretary.)

Or if more convenient the communication may terminate:

I have the honor to be, Sir,
Very respectfully,
Your obedient servant,

Secretary.
(*or* Acting Secretary.)

In addressing the Attorney-General, for instance, the form should be:

The Honorable
The Attorney-General. (*not of United States*)

All heads of Departments should be addressed, generally, as above. It is not correct to address them by name. Great courtesy of expression should be observed in all official correspondence.

By order of the Secretary:

ANDREW GEDDES,
Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE, 23, 1903.

GENERAL ORDER NO. 70A.

It is hereby ordered, That all changes in the status, salary, or compensation of any person on the rolls of the U. S. Department of Agriculture which are intended to take effect during the first half of the month must be made on, or before, the 6th day of the month, so as to be recorded in the Appointment Division thereof not later than the 7th day of the same month in which the change is to be made, and that all such changes affecting all payments of salary or compensation which are to be paid on the last day of the month must be made on, or before, the 21st day of the month, so as to be recorded in the said Appointment Division not later than the 22d day of that month. After those dates no changes which will affect the payments for the first half and the last half, respectively, of the said month will be made except in emergencies where such changes are imperative, when the officer suggesting the change must submit, in writing, the facts constituting the emergency and obtain the necessary authority from the Secretary of Agriculture, or the Acting Secretary of Agriculture.

It is also hereby ordered, That no appointment, promotion, reduction, or transfer document, which will affect the rate of compensation or the appropriation from which the salary or compensation is to be paid, shall be **antedated.**

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE 23, 1903.

GENERAL ORDER NO. 71.

It is hereby ordered, That no person whose name is carried on the rolls of any Bureau, Division, or Office of the U. S. Department of Agriculture shall be detailed to any other Bureau, Division, or Office thereof by oral detail for a longer period than one day. If a detail for a longer period is required, such detail shall be made on a written order specifying the date of such detail, the period for which it shall continue, and the Bureau, Division, or Office to which such person shall be detailed, and signed by the Chief Clerk of the Department.

This order is issued for the purpose of preventing oral details for a longer period than one day.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D. C.

GENERAL ORDER NO. 72.

JULY 23, 1903.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND SECTIONS:

The following letter, dated July 21, 1903, has been received from the Postmaster at Washington, D. C.:

Not infrequently official matter is received at this office from the various Executive Departments under the penalty clause without the words "Official Business" appearing thereon.

By a ruling of the Third Assistant Postmaster-General, under date of June 18, 1902, this Office is directed to see that hereafter no official matter in penalty envelopes shall be allowed free transportation in the mails when such envelopes do not bear the words "Official Business."

Please direct a compliance with this ruling by all employees of your Department mailing official matter under the penalty clause.

You are requested to see that the above ruling of the Third Assistant Postmaster-General is strictly complied with.

By order of the Secretary:

JASPER WILSON,
Acting Chief Clerk.

United States Department of Agriculture,
Office of Chief Clerk,
Washington, D. C.

December 9, 1903.

GENERAL ORDER NO. 73.

Mr. Lawrence Gallagher is, in addition to his official title and duties, hereby designated as JANITOR for the various buildings of this Department (except the Weather Bureau and Bureau of Forestry), and will be respected accordingly. His duties as janitor will be to look after the sanitary condition of each building and to have full and complete charge of the charwomen, who will report to and be assigned by him to their respective duties.

By authority of the Secretary:

C. R. Burch

Chief Clerk.

REGULATIONS GOVERNING LEAVES OF ABSENCE IN THE UNITED STATES DEPARTMENT OF AGRICULTURE.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE CHIEF CLERK,
Washington, D. C., December 16, 1903.

GENERAL ORDER NO. 74.

The following regulations, hereby promulgated by order of the Secretary of Agriculture for the information and guidance of the officers, clerks, and other employees of this Department in the District of Columbia and elsewhere, will go into effect January 1, 1904, superseding all prior rules, regulations, and orders in conflict therewith.

Attention is invited to the fact that under the law the only officials who are empowered to grant leaves of absence are the heads of the several Executive Departments (30 Statutes at Large, 10, 316 and 653; 31 Statutes, 202; and 32 Statutes, 295). Chiefs of bureaus, divisions, and minor offices should not, therefore, exercise authority in such matters, except under specific instructions from the Secretary of Agriculture, as set forth in these regulations.

The entire object of these regulations is to bring about uniform and harmonious action in the Department with respect to granting leaves of absence. No leaves of absence will be granted without the approval of the chiefs of bureaus and divisions, and the concurrence of the Chief Clerk, who, under the direction of the Secretary, is charged with the duty of keeping all the records in the matter and seeing that the law governing such questions is complied with.

S. R. Burch

Chief Clerk.

REGULATIONS APPLICABLE TO THE DISTRICT OF COLUMBIA.

1. Any persons in the service of the United States Department of Agriculture stationed in the District of Columbia who may desire to be absent from their official duties for one full day, or for any longer period, will be required to file with their chief (or if not attached to any bureau, division, or office, then with the Chief Clerk of the Department) a written application for leave to be so absent, which application must be prepared upon a blank form provided for that purpose. These blanks will be furnished from the Office of the Chief Clerk of the Department to the chief clerks of the several bureaus, to chiefs of divisions and offices, and to unattached officers, clerks, and employees.

2. Every application for leave of absence must specify the beginning and the ending (both dates inclusive) of the period for which such leave is desired. It must contain memoranda of all previous absences of the applicant during the calendar year then current, setting out separately absence on annual leave, absence on sick leave, absence on leave without pay, and absence without leave. It must bear the signature and official title of the applicant, and the approval of the chief of the bureau, division, or office in which the applicant is serving.

3. Absence for a period less than a day may, upon oral application, be permitted by any chief of bureau, division, or office to any clerk or other employee entitled under the law to leave of absence, but such absence must be reported to the Chief Clerk and entered in the record of such clerk or other employee, in the same manner as absence on leave granted by the head of the Department. Unattached persons should apply to the Chief Clerk of the Department for permission to be absent in such cases. Absence from duty during office hours by reason of late arrival, etc., will be charged to the appropriate leave account in fifteen-minute periods or multiples thereof.

4. Whenever it shall be found that leave of absence may be granted under the provisions of law and without detriment to the public interests to any applicant complying with the requirements of Regulations 1 and 2 (above), the Secretary of Agriculture will direct the Chief Clerk of the Department to notify the chief of the bureau, division, or office in which such applicant is employed that leave has been granted as requested, which notification will state specifically the period covered by the leave so granted. No applicant for annual leave will be permitted to be absent from duty until notification has been received of the granting of the same, and when a leave of absence has been granted to extend beyond the close of the month then current the employee must sign the pay roll before leaving.

5. Any administrative officer who shall receive notification that leave of absence has been granted to any clerk or other employee under his supervision will note thereon the exact time of the departure of such person and the exact time of his return to duty. He will then sign the said notification and return it promptly to the Chief Clerk of the Department.

6. Leave of absence will not be granted in excess of thirty days in any calendar year to any person in the Department of Agriculture except in the following cases, and in such cases for periods not exceeding thirty additional days, viz: *First*, where a member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee; *Second*, where by reason of exposure to contagious disease, in his own family or elsewhere, the employee's presence in the Department would tend to spread the disease or jeopardize the health of his fellow employees; *Third*, where an employee is personally so ill as to be unable to perform his official duties.

7. Only those diseases will be deemed contagious within the meaning of these regulations against which the health authorities of the District of Columbia quarantine. An employee of this

Department who shall become aware of his having been exposed to such contagion shall at the first opportunity report to his immediate superior by letter or by telephone or telegraph the facts relating to such exposure. The Department will, when practicable and desirable, cause an investigation to be made regarding the alleged contagion. The Chief Clerk of the Department may, by authority of the Secretary, require an affidavit or a physician's certificate, in support of an allegation of such exposure to contagion.

8. Absence for more than one day on account of the personal illness of an employee must be accounted for by the certificate of a regular practicing physician of good reputation, in every case where a physician has been employed. Every certificate from a physician in explanation of such absence must state that the employee was under his professional care and that during the period of absence the patient was too ill to perform official duties. In the absence of a certificate the Chief Clerk shall require from the employee an affidavit or such other evidence as he may deem necessary.

9. An application for an extension of leave of absence beyond thirty days in the calendar year in either the first, second, or third class of cases enumerated in Regulation No. 6 should be filed within five days after return to duty.

10. Sick leave or extension of leave, because of exposure to contagious disease, may be granted at any time during the year, even though no annual leave shall have been granted at the time of such extension; that is to say, no person shall be deprived of his regular annual leave of absence because of sickness or exposure to contagion occurring at an earlier period in the year.

11. In computing the period covered by any regular annual leave Sundays, holidays, and days when the Department is closed by Executive order will not be charged, but in every case where leave is extended beyond thirty days on account of sickness, exposure to contagion, or otherwise, all absence will be counted. All absence in excess of thirty days annual leave (computed as above) and thirty actual days extension of leave in any calendar year will be without pay. Sickness or exposure to contagion while an employee is absent on annual leave will not be transferred to his sick-leave account.

REGULATIONS IN FORCE OUTSIDE OF THE DISTRICT OF COLUMBIA.

12. By special enactments Congress has provided for leaves of absence, in the discretion of the Secretary of Agriculture, not exceeding thirty days in any calendar year to employees of the Weather Bureau outside of Washington, and not exceeding fifteen days in any calendar year to employees of the Bureau of Animal Industry and of the Bureau of Forestry similarly located. No provision has been made for leaves of absence to employees outside of Washington except those of the bureaus mentioned.

13. An employee of either of the three bureaus named in Regulation No. 12 whose official station is other than Washington, D. C., who may wish to absent himself from duty for more than two days will be required to file with his immediate superior an application prepared and addressed to the chief of his bureau stating the period for which leave of absence is desired. Any superintendent, observer, inspector, or chief of a field party receiving such an application will note thereon any previous absence of the applicant during the calendar year then current, together with his recommendation, and promptly forward the same to the chief of his bureau at Washington. The said chief will at once approve or disapprove the application. Persons not assigned to any station or party will address their applications directly to the chief of their respective bureaus.

14. Observers, inspectors, superintendents in charge of stations, and chiefs of field parties may grant to members of their respective forces permission to be absent for periods not exceeding two days, but in every such case the absence must be promptly reported to the chief of the bureau, who will cause the same to be entered upon the employee's record.

15. The Chief of the Weather Bureau, the Chief of the Bureau of Animal Industry, and the Chief of the Bureau of Forestry may, by order of the Secretary of Agriculture, issue notifications of leaves of absence granted to employees of their respective bureaus outside of the District of Columbia. Such notifications shall be made in duplicate, one copy to be filed with the chief of the proper bureau, the other to be forwarded promptly to the Chief Clerk of the Department.

16. No extension of any leave of absence with pay, beyond the thirty (or fifteen) days provided by statute, will be granted to employees outside of Washington on account of sickness or other cause.

GENERAL AND MISCELLANEOUS.

17. The right to leave of absence is not cumulative; that is to say, leave not taken within the calendar year is not carried over to the next year, but lapses entirely.

18. Leave of absence without pay can not be claimed as a right, but may be granted in cases of illness prolonged beyond the thirty days' extension herein provided for, or in other meritorious cases where the public interests will not thereby be injuriously affected.

19. An employee whose compensation is based upon service actually rendered, or time actually employed, is not entitled to leave of absence with pay (see 7 Comp. Dec., 4). Neither is he entitled to compensation for legal holidays, nor for days when the Department is closed by Executive order.

20. Leaves of absence may be revoked when the exigencies of the service require it (5 Comptroller's Decisions, 331). Absence after revocation of leave must be without pay (7 Comp. Dec., 210).

LEAVES OF ABSENCE FOR TEMPORARY EMPLOYEES.

21. Temporary employees whose length of service is limited to one or two months will not be granted any leave of absence. Employees whose service extends to three months may, immediately preceding the expiration of the time of service, receive two and one-half days' leave of absence.

22. Employees whose service covers a period of four months or more may be granted two and one-half days' leave of absence for each month of service, excluding the first and second months, which leave must be taken immediately preceding the expiration of the term of service and be included in that period.

23. The foregoing rules for temporary employees also apply to leave on account of sickness.

24. Any violation of the above rules by temporary employees must be immediately reported to the Chief Clerk, when the pay of the employee will be stopped for the time taken.

O

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JANUARY 8, 1904.

GENERAL ORDER NO. 75.

The act of Congress of March 15, 1898, provides as follows:

That * * * it shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and other employees of whatever grade or class in their respective Departments not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order:

Provided, That the heads of Departments may, by special order, stating the reason, further extend the hours of service of any clerk or employee in their Departments, respectively; but in case of extension it shall be without additional compensation.

In order more effectually to comply with the above provision of law, it is hereby ordered:

1. On and after Monday, January 11, 1904, the hours of labor for all clerks and other employees of whatever grade or class in this Department who have heretofore been employed between the hours of 9 a. m. and 4 p. m., shall be from 9 a. m. to 4.30 p. m., with an allowance of one-half hour for luncheon.

2. The foregoing provisions shall apply to all Saturdays except during the months of July, August, and September. During those months the hours of labor on Saturdays, unless otherwise ordered, will be from 9 a. m. to 1 p. m., without any allowance for luncheon.

James Wilson

Secretary.

Official:

E. R. Burch

Chief Clerk.

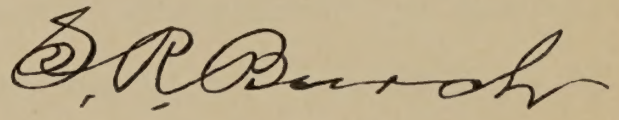
United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

MARCH 24, 1904.

GENERAL ORDER NO. 76.

The President has officially communicated to the Secretary the agreement arrived at in Cabinet meeting that "hereafter the name of no individual shall appear on the letter heads of any of the departments."

Therefore, in compliance with the above, the Secretary directs that hereafter no individual's name shall appear on letter heads of any Bureau, Division, or Office in this Department.



Chief Clerk.

Department of Agriculture,
Office of the Secretary,
Washington.

June 25, 1904.

GENERAL ORDER NO. 77.

DUTIES OF THE LAW OFFICER.

Mr. Geo. P. McCabe has been appointed Law Officer of the Department. He is charged with the preparation of all legal papers to which the Department is a party, including communications to the Department of Justice and to the various officers thereof. He will examine and approve, in advance of issue, all orders and regulations promulgated by the Department under statutory authority, and will represent the Department in all legal proceedings arising under the various laws entrusted to the Department for execution. His duties will be performed under the direct supervision of the Secretary.

Jmaes Wilson,

Secretary.

U. S. Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JUNE 28, 1904.

GENERAL ORDER NO. 78.

Mr. A. J. HODGES is, in addition to his official title and duties, hereby designated as JANITOR for the various buildings of this Department (except the Weather Bureau and Bureau of Forestry) and will be respected accordingly. His duties as janitor will be to look after the sanitary condition of each building and to have full and complete charge of the Charwomen, who will report to and be assigned to their respective duties; to take effect July 1, 1904.

By authority of the Secretary:

B. R. Burrough

Chief Clerk.

Department of Agriculture,
Office of the Secretary,
Washington.

October 6, 1904.

GENERAL ORDER NO. 79.

In compliance with the Proclamation of the President of the United States dated October 5, announcing the death of Hon. Henry Clay Payne, Postmaster-General of the United States, this Department will be closed on Friday the 7th instant from 9 a.m. to 1 p.m.

By authority of the Secretary:

S.R.Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 6, 1904.

GENERAL ORDER NO. 80.

Owing to the frequency of requests for waivers of that provision in the Fiscal Regulations of this Department which limits to thirty days the period for which reimbursement for lodging and subsistence may be made to persons charged with temporary duty in one locality, *it is ordered:*

1. That hereafter no requests for such waivers will be granted or considered, under any circumstances.

2. Amended letters of authorization will be issued by the Secretary of Agriculture in special cases in which it shall be found impossible to complete in thirty days the work contemplated by a temporary assignment; but in every such case the request for the amendment must be made by the Chief of Bureau in writing *before the expiration of the original thirty days period*, and every such request must state specifically the reasons for the desired amendment.

3. That in computing time under the aforementioned provision the "period" for which reimbursement may be made will expire exactly thirty days from its beginning.

4. That absence from the designated locality during any part of the said period of thirty days shall not serve to prolong the same or to create any additional period.

The Chief of the Division of Accounts is instructed to see that accounts are audited in strict accordance with the terms of this order.

James Wilson

Secretary.